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Mrs. Joan Wood
24 Rutland Square
Boston, Massachusetts

December 17, 1973

Mr. Robert T. Kenney, Director
Boston Redevelopment Authority
City Hall
Boston, Massachusetts 02201

Dear Bob:

It seems to me that the relationship between BRA and the Civic Advisory Committee must be made workable and precise prior to the approval of the fourth submission of Park Plaza by DCA.

This can only be accomplished by the execution of a Memorandum of Understanding between BRA and CAC expressing our relationship in the clearest terms.

Attached is a proposed Memorandum of Understanding. It is my hope that you will sign this and return it to me as soon as possible. Then, I will call a meeting of CAC to approve this Memorandum. You will, of course, be invited to this meeting so that we can expeditiously complete any negotiation of terms.

Copies of this letter and attachment are being sent to Commissioner Crampton and the CAC members so that they will be informed of our efforts.

Sincerely yours,

Joan Wood, Chairman
CIVIC ADVISORY COMMITTEE

Memorandum of Understanding
between the
BOSTON REDEVELOPMENT AUTHORITY
and the
PARK PLAZA CIVIC ADVISORY COMMITTEE

The Boston Redevelopment Authority (BRA), which established the Civic Advisory Committee (CAC), now reaffirms its pledge to cooperate with and support CAC in the carrying out of its assigned tasks.

BRA approved the Park Plaza Work Program on August 9, 1973. This document describes CAC functions to be performed as the project moves ahead and BRA will conscientiously support CAC in the performance of these duties.

BRA is also committed to the preparation of a development plan for the Downtown Entertainment District to be prepared in cooperation with CAC.

Page 57 of the Work Program outlines in general BRA's obligations to provide CAC with funds and staffing. We now wish to make these commitments in a concrete form.

Within thirty days after DCA takes affirmative action on the Park Plaza Urban Renewal Plan, as submitted on December 5, 1973, BRA will provide CAC with the following:

1. An office at City Hall, completely furnished for the exclusive use of the CAC Chairman and/or Executive Director.
2. A secretary assigned to CAC at least 22 hours per week.
3. Supporting services appropriate to an operation such as CAC including xeroxing, mailing, telephone service, etc.
4. The first monthly payment from BRA to CAC in the amount of \$2,080. Such payments shall continue monthly until the project is completed (closed out), except that the amount shall be annually adjusted to compensate for inflationary pressures by a formula to be agreed upon subsequently by BRA and DCA.

In addition, BRA will assist CAC in raising an additional \$15,000 from public, private and/or institutional sources to complete its budget of \$40,000 per year. Again, this amount shall be annually adjusted by the procedure described above.

BRA will not seek nor will it accept funds from private or institutional sources for expenditures related to Park Plaza, the Downtown Entertainment District, or Downtown planning until the CAC has received its entire \$40,000 annual budget.

These funds will be used by CAC for the engagement of staff, personnel and for any other expenses such as special studies and publications which CAC deems necessary to carry out its functions.

If requested by CAC, BRA will provide assistance in seeking additional funds with which CAC may engage special consultants.

(Signed) _____

Robert T. Kenney, Director
Boston Redevelopment Authority

(Date) _____

(Signed) _____

Joan Wood, Chairman
Park Plaza Civic Advisory Committee

(Date) _____

